

# VERIFICATION OF SCHOOL ENROLLMENT

<b>FROM:</b>	Human Resources Office NAVEDTRACOM STEP Program 368 South Avenue Pensacola FL 32508-5124			Phone: (850) 452-2116
<b>TO:</b>	Counselor/Occupational Specialist of Students applying for the STEP (Student Temporary Employment Program) within the Pensacola Naval Complex			
<b>NAME OF STUDENT APPLICANT</b>		<b>SSAN:</b>	<b>DOB:</b>	

The above named student has made application for employment through the STEP. In order to qualify for this program, a student must be enrolled for at least half-time attendance (or have been accepted for enrollment) in an accredited school. If successful in getting employed in this program, the student must maintain an acceptable school standing. The student need not attend school during the summer. Your cooperation in providing us with the information below will be greatly appreciated.

1. IS THE STUDENT PRESENTLY ENROLLED AS A HALF OR FULL TIME STUDENT?		____ YES	____ NO
LIST SUBJECTS TAKEN			
2. WOULD YOU RECOMMEND THIS STUDENT FOR THE STEP? IF "NO", PLEASE EXPLAIN WHY.		____ YES	____ NO
IS STUDENT MAINTAINING PASSING GRADES?		____ YES	____ NO
COMMENTS/RECOMMENDATIONS			

It is requested that if the student fails to maintain passing grades or drops out of school, that our office be notified immediately. This program is designed to assist students in furthering their education. We do not want to see their education disrupted or hindered by the fact that they are working. **THANK YOU FOR YOUR ASSISTANCE.**

COUNSELOR'S NAME: (Type or print)	TITLE:
SIGNATURE	DATE:
NAME OF SCHOOL:	PHONE NUMBER:

NOTE: THIS FORM MAY BE RETURNED BY THE STUDENT OR RETURNED BY MAIL.